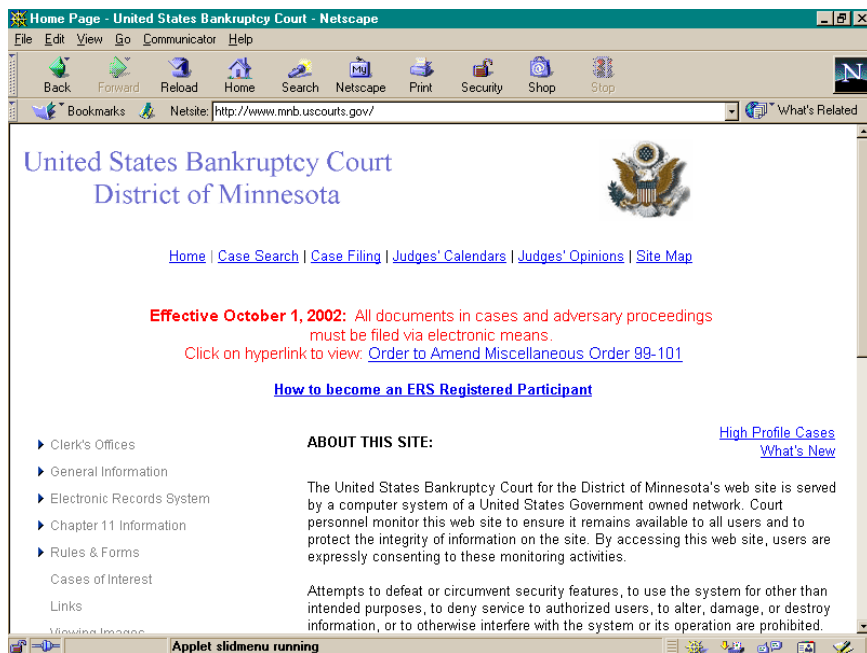
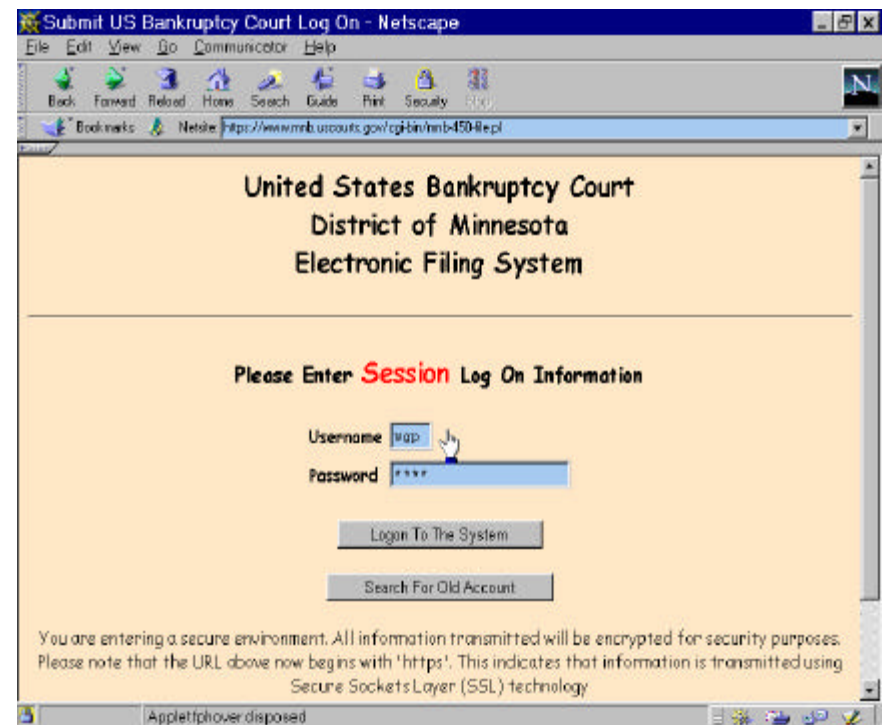


# Logging On, Passwords, and Security



1. The Court uses the best possible security technology to protect its electronic files. PDF Documents are submitted over a secured, encrypted site.
2. Enter the secured site by clicking **Case Filing** on the home page.



1. Enter the user's name you were assigned by the registrar. Attorney's user names all begin with A, followed by a three-digit number.
2. Enter your password. Your initial password is assigned by the Court. You may change your password any time you think it necessary by choosing the **Change Password** option described in the following screens.
3. Click **Log on to the System**.

Case Search - Netscape

File Edit View Go Communicator Help

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Bookmarks Netsite: https://www.mnb.uscourts.gov/ers-bin/mnb-651-file.pl What's Related

Filing Options for :  
**Woody Parks**

- ☐ Open new case
- ☐ Commence adversary proceeding
- ☐ File a document in a pending case or proceeding:
  - ☐ Case number
  - ☐ Social security number
  - ☐ Name
- ☐ Change password/user values
- ☐ Switch to **Training database**
- ☐ Display list of users
- ☐ ERS in Box
- ☐ Judges Calendars
- ☐ Daily filing lists
- ☐ Multiple Docket
- ☐ Image update status

**Enter the following information**

User name : Woody Parks

User ID: w\_p

Password: \*\*\*\*

Enter new password: \*\*\*\*\*

Enter new password again: \*\*\*\*\*

Change\_Password

Previous Page

Document: Done

1. The Court recommends you change your password whenever there is a change of staff in your office, or whenever else its security may be compromised. Click the option on the left to change your password.
2. Complete the screen with your current password and the new one of your choice. There are no restrictions on creating passwords.
3. If you forget your password, call the Technical Help Desk.

Case Search - Netscape

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**Account Information**

Change\_User\_Data Previous Page

Note: Password must be entered below

User Name w\_p

Present Group bancap

Job Title

Create date and time 10/27/2001 11:35:29

Modify date and time 10/27/2001 11:35:29

Password: \*\*\*\*\*

First Name Sarah

Middle Name Lee

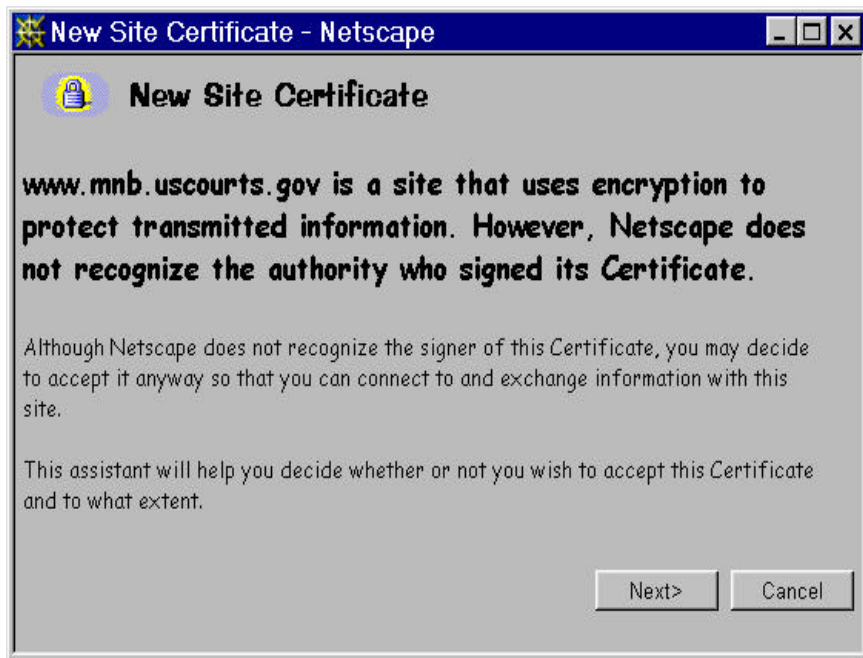
Last Name Baker

Email slbaker@att.net

Bar ID number 783742

Document: Done

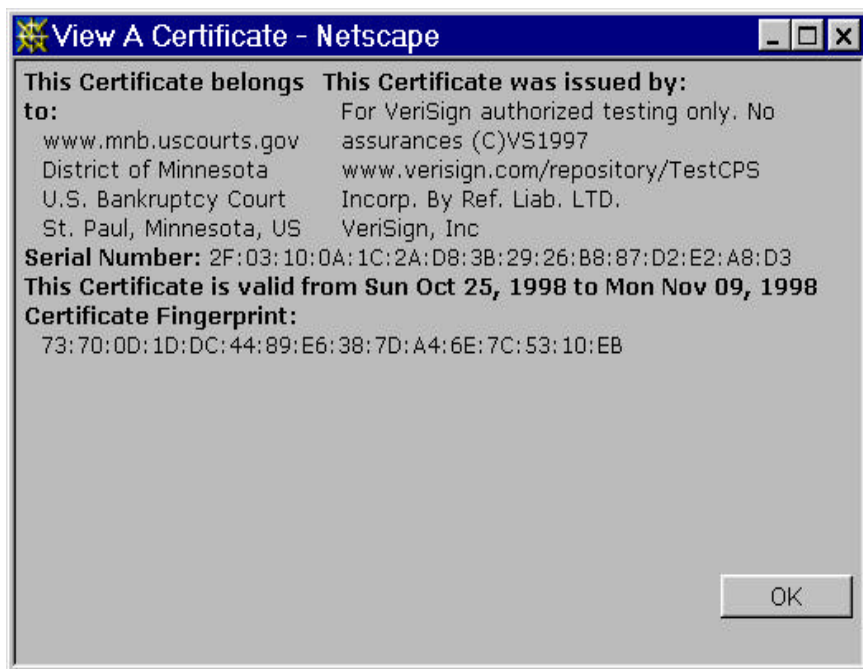
1. Your **User Account** contains information such as your e-mail, address, and other information. You may update that account as necessary the same way as changing your password.
2. If you change firms or move, please inform the Court by letter as well as by changing your user account.



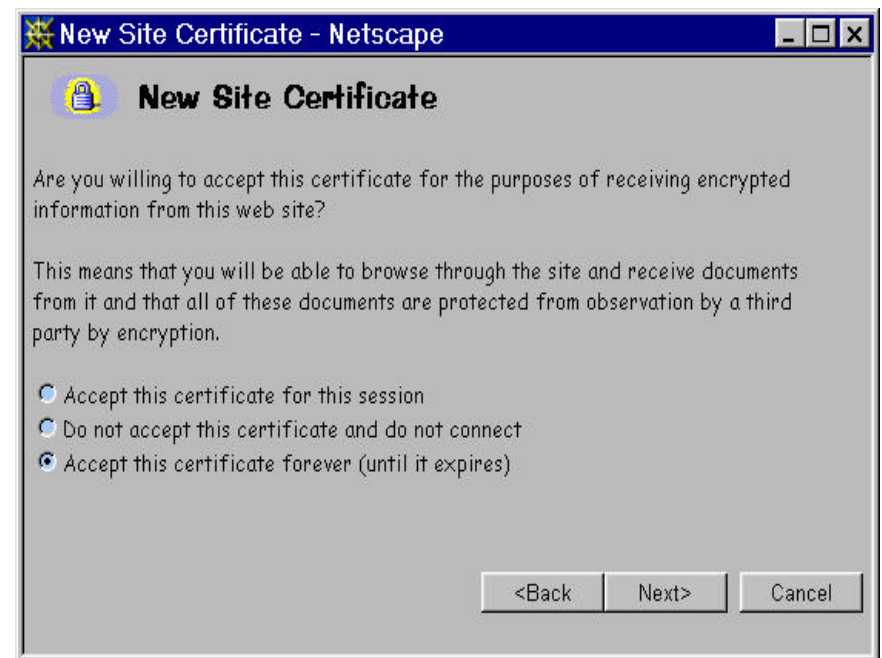
1. Depending upon the security measures in place at the time, and the preferences established for your version of Netscape, you may see the screen above.
2. Click **Next** to continue.



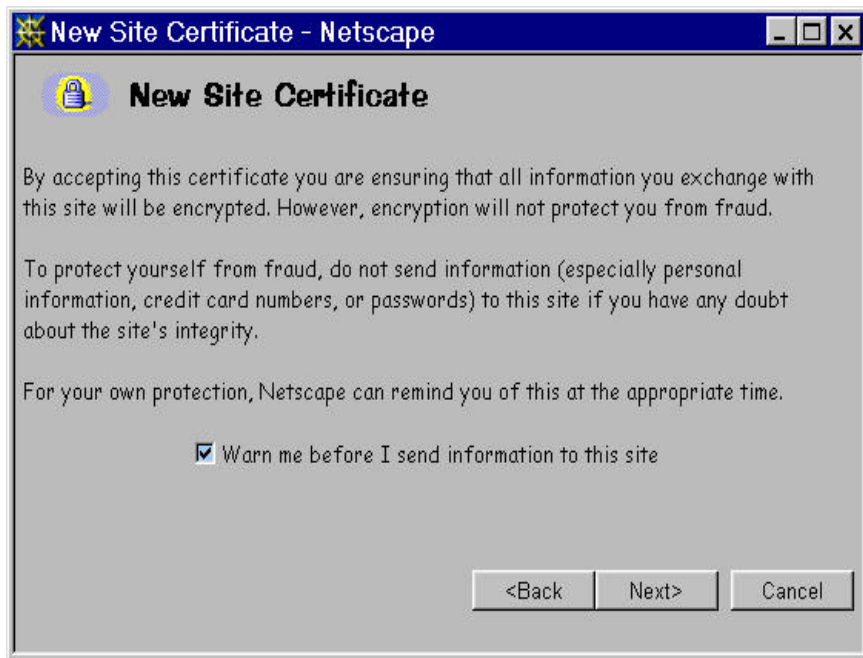
1. Click **Next** here and on the following screens to continue.



1. This screen may differ from the screen you see depending upon the information in your personal computer.



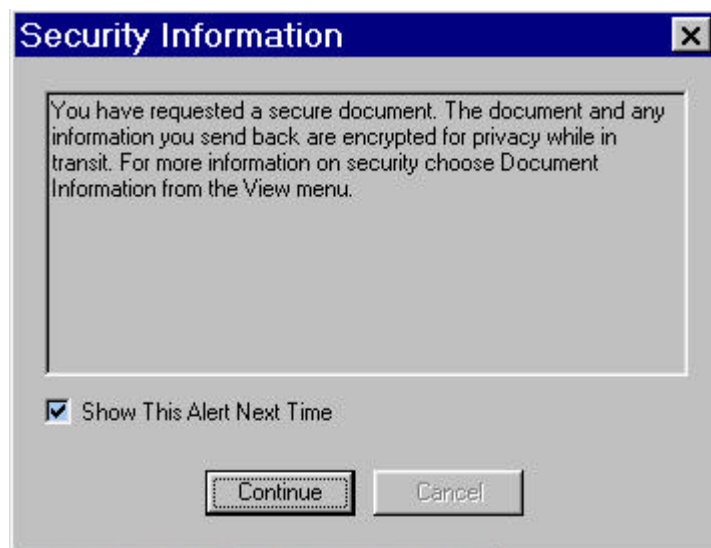
1. Click the option to accept this site until it expires, then click **Next** to continue.



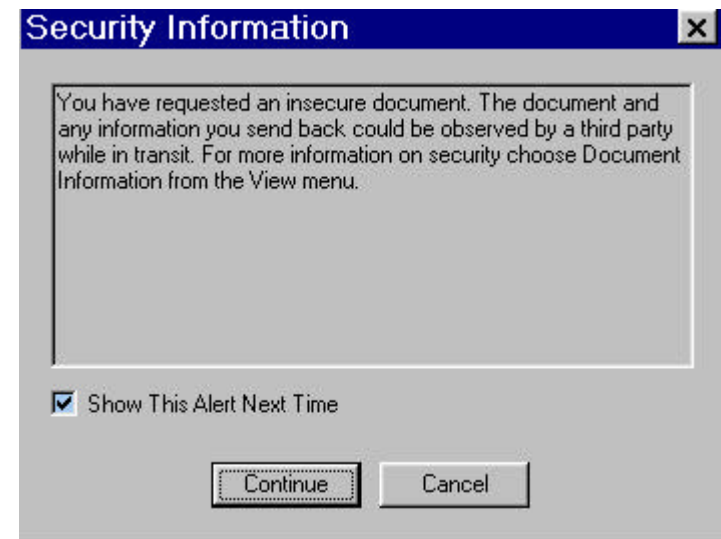
1. If you leave this box selected, you receive a warning message every time you submit a file to the Court. Remember that the Court's Electronic Records System operates in a secure, encrypted environment.
2. Click **Next** to continue.



1. Click **Finish** to continue.



1. This message indicates that you are working in a nonpublic, secured environment.
2. Click **Continue** to proceed. Turn off the check box if you do not want to continue seeing this message whenever you enter a secure environment.



1. This message indicates that you are working in a public, unsecured environment.
2. Turn off the check box if you do not want to see this message every time you leave a secured area. Click **Continue** to proceed.